

Participant's Guide

Energy efficiency programs:

- Feasibility studies
- Implementation incentives

BUSINESS CUSTOMERS

Blue is efficient

Gaz Métro offers energy efficiency programs to its customers as part of its Energy Efficiency Plan.

This *Participant's Guide* is intended for customers who wish to participate in the Energy Efficiency: Feasibility Studies and Implementation Incentives Programs.

The Guide includes the steps to follow to make a request for financial assistance, as well as the admissibility criteria for each component of the programs. The Guide also includes the forms required to make a request for financial assistance.

Gaz Métro encourages participants to submit their requests electronically, along with the supporting documentation.



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FOR MORE INFORMATION, PLEASE CONSULT:

- Your Commercial Representative
- gazmetro.com
- DATECH Group, Gaz Métro

TO SUBMIT A REQUEST, OR FOR ANY ADMINISTRATIVE INFORMATION REGARDING AN APPLICATION:

By e-mail:

By mail:

Gaz Métro
Energy Efficiency
1717 du Havre
Montréal (Québec) H2K 2X3

By fax:

514 598-3700

By phone:

514 598-3410



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DESCRIPTION AND OBJECTIVE OF THE PROGRAMS

The Energy Efficiency: Feasibility Studies and Implementation Incentives Programs offered by Gaz Métro have three component parts.

The **Feasibility Studies** component helps defray part of the cost of a feasibility study covering energy efficiency measures. The study will be carried out by an engineering consulting firm accredited by Gaz Métro. The list of firms is available on [Gaz Métro website](#).

The **Implementation Incentives Program** is aimed at rationalizing the consumption of natural gas through measures not eligible for one of Gaz Métro's high-efficiency equipment programs.

These measures will have been studied and evaluated beforehand by an engineer member in good standing of the *Ordre des ingénieurs du Québec*, or under the direction and immediate supervisor of an engineer with full practice rights in Québec, before being submitted to the Gaz Métro Program Manager for analysis and approval.

The measures studied and/or implemented comply with the laws and regulations applicable in Québec, particularly those dealing with air quality and environmental protection.

Customers who would like to participate in one of these programs must complete the appropriate forms included in this Guide and send them to Gaz Métro Energy Efficiency, along with the supporting documentation.



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MULTI-TENANT BUILDINGS – SUPPLEMENT FOR LOW-INCOME HOUSEHOLDS

Owners of multi-tenant buildings with four or more units, one or more occupied by low-income households, may obtain additional financial assistance when they participate in the Feasibility studies and the Implementation of energy efficiency measures programs.

For more details about the Supplement for Low-Income Households Program, please consult Gaz Métro's Internet site at gazmetro.com/mfr.affaires.



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FEASIBILITY STUDIES PROGRAM – STUDIES

This program helps defray part of the cost of a feasibility study covering energy efficiency measures.

STUDY ORIENTATIONS

Approach for volumes < 300,000 m³ per year

Accredited firms are invited to analyze and study the potential energy savings for all forms of energy consumed by Gaz Métro customers admissible to the program. However, the potential natural gas savings must be as great, if not greater, than the relative portion of the customer's total energy consumption that natural gas represents at the time of the study.

Example: If the natural gas portion of the total energy consumed is 40%, then the natural gas portion of the potential energy savings must be at least 40%.

Approach for volumes > 300,000 m³ per year

For large volumes, the study must focus first on measures using gas technologies. It may cover performance, optimization or modernization measures. The savings for other forms of energy may be studied as well, as long as the cost of the study, agreed to by the customer, includes that provision. The financial assistance from Gaz Métro may be adjusted to reflect the natural gas savings portion of the total energy savings identified in the study.



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FEASIBILITY STUDIES

FINANCIAL ASSISTANCE

The financial assistance offered by Gaz Métro is as follows:

Business customers assigned to Rate D₁ or D₃*

The lesser of:

- 50% of the cost of the study, before taxes and
- the maximum financial assistance, based on the consumption brackets shown below, up to a maximum of \$5,000.

The maximum financial assistance Gaz Métro will pay is \$5,000 per account number.

* Major industries customers are not eligible for this program.

A Gaz Métro major industries customer is subject to Rate D4 or D5. That customer may also add affiliated accounts that are treated like a major industries customer.

Affiliated accounts are customers subject to Rate D1 or D3 whose energy supply management is handled by a customer subject to Rate D4 or D5. If in doubt, please communicate with your Sales Representative. For the Gaz Métro programs offered to major industries clients, consult:
<https://www.gazmetro.com/en/major-industries/energy-efficiency-programs/energy-efficient-programs/>

Effective October 15, 2016



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Consumption ¹ (m ³ /year)	Financial incentives (\$)
75,000 to 100,000	1,200
100,001 to 125,000	1,600
125,001 to 150,000	1,800
150,001 to 175,000	2,100
175,001 to 200,000	2,400
200,001 to 225,000	2,700
225,001 to 250,000	3,000
250,001 to 275,000	3,200
275,001 to 300,000	3,500
300,001 to 325,000	3,800
325,001 to 350,000	4,000
350,001 to 375,000	4,300
375,001 to 400,000	4,600
400,001 to 425,000	4,800
425,001 or more	5,000

CONTRIBUTION FROM OTHER ORGANIZATIONS

A participant who is covered by another financial assistance program to carry out a feasibility project, agrees to inform Gaz Métro of any amount received or to be received from energy distributors or government organizations for the same project. Gaz Métro will pay the customer the financial assistance provided for in this program, minus an amount based on the contributions from other organizations for the same study project, so that the percentage paid by the participant represents at least 25% of the costs related to the study.

¹ The customer's consumption is determined over a 12-month reference period. The 12 months are those selected by the accredited firm in establishing the most realistic or most representative reference base for the study.

In the case of customers who are part of a group and who consume less than 75,000 m³ per year, their admissibility, as well as the amount of assistance, are left to the discretion of the Program Manager, but may not exceed \$1,200. Multi-tenant buildings are not eligible for the Feasibility Studies Program.



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ADMISSIBILITY CRITERIA

1. The program is intended for current Gaz Métro customers

This program only applies to current Gaz Métro customers with an annual natural gas consumption of at least 75,000 m³, or who belong to a group. On the specific approval of the Program Manager, some buildings with annual natural gas consumption below 75,000 m³ may be eligible.

Eligible activity sectors are the

- commercial,
- institutional, and
- industrial sectors.

2. The study must be done by an accredited firm

Any feasibility study must be conducted by a [firm accredited](#) by Gaz Métro. Firms who submitted an application to participate in the program and who qualified have obtained the status of accredited firm. For more details on the requirements for accreditation by Gaz Métro, please consult the **Application form for companies specializing in energy management**.

All feasibility studies must be carried out and/or verified by an engineer member of the *Ordre des ingénieurs du Québec*.

3. The request for financial assistance must be submitted before the study is carried out

All requests for financial assistance for feasibility studies must be submitted before the start of analytical work and be accompanied by the documents REQUEST OR ADMISSIBILITY (FORM 1), REQUEST FOR FINANCIAL ASSISTANCE (FORM IIA) and the proposal from the accredited firm.



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4. The specifications and proposal must be respected

The feasibility study submitted to Gaz Métro must respect the items in the specifications described below. The proposal must contain, but not be limited to, the scope of the mandate and the measures to be studied. While Gaz Métro does not necessarily want to impose a standard format on all firms, it does want to ensure that the various items will be covered. However, any measure studied and not recommended must also be described in the same way as those recommended in the study and on Form III.

5. Measures that call for substituting natural gas by another form of energy are prohibited

Given that this program is principally aimed at the efficient and rational use of natural gas, measures for substituting natural gas by another form of energy, whether for strictly economic or short-term reasons, or for any other reason, are not admissible and must not be included in the report. Should they be included, the application will be refused without any possibility of modification. Some substitution measures may be included in the report after agreement with the Program Manager and before the study is carried out. The amount of the assistance will be reduced pro rata to the fees relating to the measure.

6. The facilities or buildings covered by the feasibility study must not have been the subject of a similar study in the preceding five years

In the case where the facilities have been modified since the date of the last study, or the scope of the new study is so different as to make the conclusions of the earlier study obsolete or inapplicable, Gaz Métro may, with supporting evidence, authorize the customer to participate in the program.



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7. Feasibility studies for corporate accounts must cover no more than five facilities

Feasibility studies for corporate accounts, i.e., studies that cover several buildings or facilities belonging to the same customer that have similar economic vocations and energy systems, may cover a maximum of five facilities that are representative of the real estate portfolio of the corporate account or group. In such cases, each facility that has a separate natural gas meter counts for one study. An example of a corporate account is a chain of restaurants.

8. Modernization should not be the main focus of the recommendations

Measures aimed at the modernization of natural gas appliances or the building envelope should not be the main focus of the study recommendations. The objective of the study is primarily to identify possibilities other than replacing obsolete technologies by more efficient ones, which are covered by specific Gaz Métro energy efficiency programs.

9. Tariff optimization should not be the main focus of the recommendations.

10. A preliminary version of the feasibility study is mandatory in order to obtain assistance

The accredited firm must submit a preliminary report to Gaz Métro before the final version is submitted to the customer.

11. The measures studied must comply with laws and regulations

The measures studied must comply with the laws and regulations applicable in Québec, particularly those dealing with air quality and environmental protection.



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ITEMS FROM SPECIFICATIONS

1. Description of building (year built, floor area and usage)
2. Description of building's energy systems
3. Details of energy consumption and costs¹
4. Verification of any contractual agreements covering tariff and contract obligations and analysis of impacts on customer
5. Inventory of energy improvements proposed:

The measures recommended should be grouped into four categories:

- load reduction (performance measure);
- optimization (repair, maintenance, retrofitting, simple measures);
- modernization² measures (replacement by more modern energy-efficient appliances);
- building envelope measures (if applicable).

Each measure proposed, whether recommended or not, should include the following details:

- 5.1 Description of each improvement and drawing (drawings optional)
- 5.2 Investment required:
 - work (details of estimates may be requested by the Program Manager);
 - engineering and fees;
 - grants and tax measures (if offered and applicable).

¹ Indicate the price/molecule used in calculating the cost-effectiveness, as well as the prices of other sources of energy.

² Recommendations that concern specific Gaz Métro's energy efficiency programs should be identified in order to avoid double counting.



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5.3 Savings³

- in energy;
- in maintenance (or additional cost, if applicable).

5.4 Calculations of cost-effectiveness, including return on investment (payback period)

5.5 Useful life of improvement and net savings over its useful life

5.6 Impact on use of premises (if applicable)

- improvement in comfort, air quality or quality of life.

5.7 Impact on environment (if applicable)

- reduction in greenhouse gas emissions: quantity per year.

5.8 Other non-energy benefits (if applicable)

6. Implementation plan and timetable for improvements

7. Training and/or awareness raising plan for managers and personnel (if applicable)

8. Recommendations with respect to performance guarantees (if applicable)

9. Appendices (information on technologies, programs, tax measures, etc.)



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IMPLEMENTATION INCENTIVES PROGRAM

This program is aimed at the rationalization of natural gas consumption that is not covered by any other Gaz Métro energy efficiency program.

FINANCIAL ASSISTANCE

The financial assistance paid by Gaz Métro under this program is \$0.25/m³ of natural gas saved in the first year following implementation of an energy efficiency measure. The customer has one year to implement the measure following admission into this program.

The maximum amount of financial assistance is \$100,000¹ per natural gas account number and the amount awarded may not exceed 50% of the cost of the investment, including the costs of equipment and installation.

Requests for less than \$1,000 are not admissible.

Measures for which the payback period is less than one year are not eligible. Also, the payback period must not go below one year once the amount of the assistance has been deducted from the cost of the measure.

The maximum amount of \$100,000¹ may be awarded no more than two times in the same year. It may be awarded for other measures in subsequent years. The amount is accounted for in Gaz Métro's fiscal year, based on the date the financial assistance is paid to the customer.

Even though the request must cover new measures, Gaz Métro will accept requests for measures already being implemented, provided that the work began after the January 1 preceding the start of Gaz Métro's current fiscal year and that the work had not been completed at the time the request was made.

Gaz Métro's fiscal year starts on October 1 and ends September 30. However, all applications must be submitted by September 15 at the latest, or they will be carried over to the following fiscal year.

¹ For requests received on or after October 15, 2016. Requests received before that date have a maximum amount receivable of \$25,000. The date the request is received corresponds to the date that Forms I, IIb and III are received by Gaz Métro.



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IMPLEMENTATION INCENTIVES

ADMISSIBILITY CRITERIA

1. This program is intended for current and about to become Gaz Métro customers and new construction.

Eligible activity sectors are the

- commercial;
- institutional;
- industrial sectors.

Note that for about to become customers and new constructions the financial assistance will be paid once their Gaz Métro account number has been issued.

2. The energy savings measure must relate to the consumption of natural gas

Any energy savings measure that has a direct or indirect impact on the consumption of natural gas may be eligible, as long as it does not call for substituting natural gas by another form of energy or its elimination. Similarly, the measure must not correspond to a technology covered by one of Gaz Métro's high energy efficiency appliance programs, no matter what the level of energy efficiency.

3. Measures that concern renewable energies are potentially admissible.

Some measures, such as geothermal (ground heat) and aérothermal (air heat) or the recovery of heat from a source other than natural gas (excluding processes) may be eligible as an energy savings measure only if they are for space heating purposes. An agreement must be made with the Program Manager before implementing the measure in order to determine the savings eligible. Energy savings from a source other than natural gas are not eligible in the case of processes. Such measures must respect a minimum level of natural gas consumption.



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- 4. All measures must be recommended and justified, either by a technical-economic feasibility study or by a report or other pertinent document signed by an engineer member in good standing of the *Ordre des ingénieurs du Québec*.**

Such documents may include:

- any firm accredited by Gaz Métro for an assistance program for conducting technical-economic feasibility studies;
- a report from an engineering consulting firm with its head office in Québec;
- a study carried out by an engineer employed by a manufacturer or distributor of energy efficient equipment, or an energy distributor;

- 5. The natural gas savings must be justified by calculations. These detailed calculations must be carried out or verified by an engineer member in good standing of the *Ordre des ingénieurs du Québec*.**

The documentary evidence of the savings must be based on current operating conditions and anticipated conditions. The calculations must be done in accordance with recognized engineering methods.

- 6. A measure covered in the request for financial assistance that is part of a series of measures must be appropriately documented**

Separate information on one or more measures that relate to natural gas consumption will be needed in order for the request to be analyzed by Gaz Métro.

- 7. Measures covered by other Gaz Métro energy efficiency programs must be distinct from the other energy savings measures.**

If a measure is combined with the replacement of an appliance covered by one of Gaz Métro's high energy efficiency appliance programs, the savings related to that measure must be isolated from those related to replacing the appliance. The same applies to measures affecting a building envelope, recommissioning, or solar heating.



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8. Measures covering boilers can be accepted to the program.

Boilers with a capacity over 5MM Btu/h may be accepted under the Implementation Incentives Program.

9. Performance measures that do not require any expenditure on equipment or products are not eligible

10. Maintenance measures (replacement as a result of a breakage; repairs) are not admissible

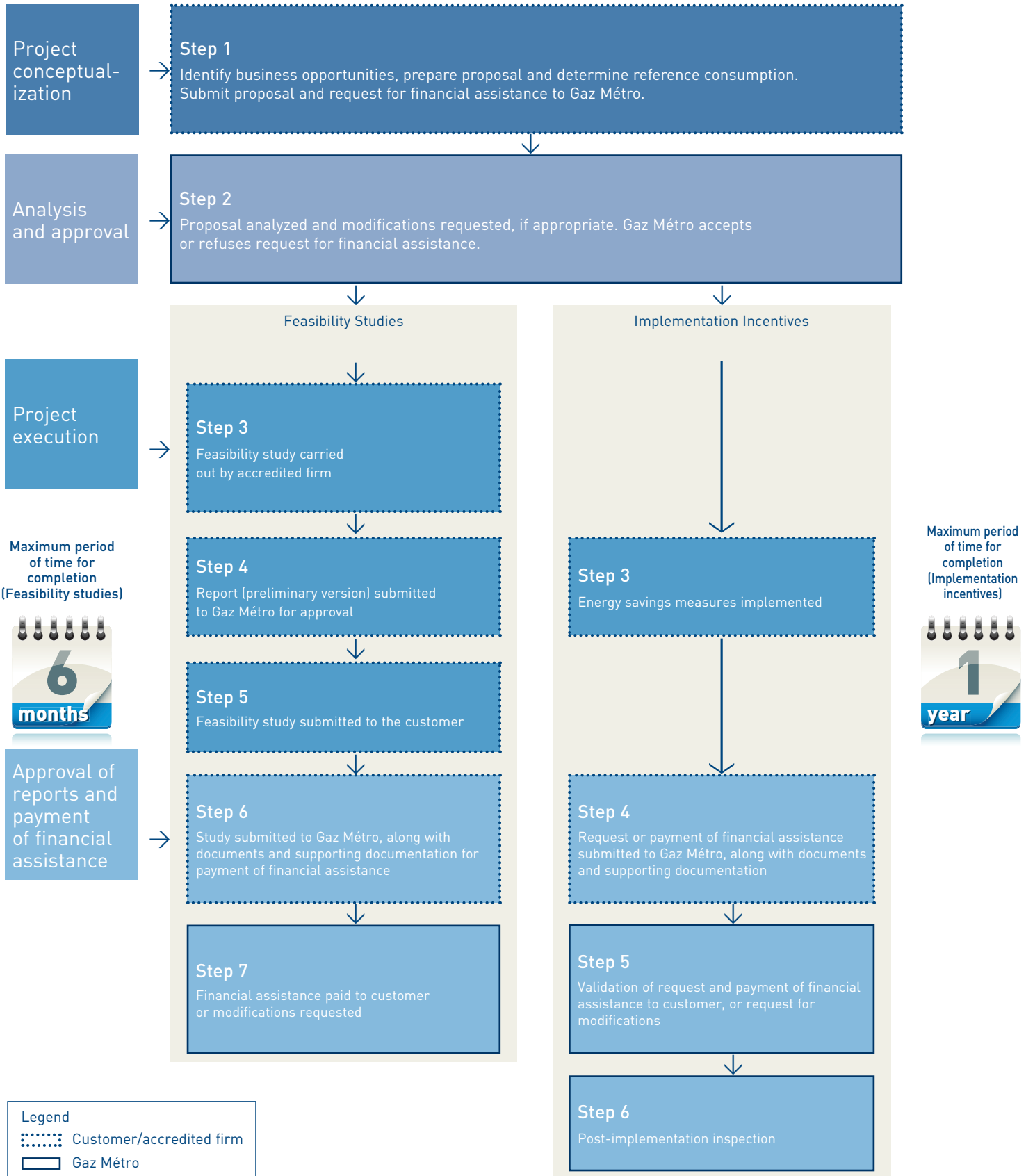
11. The measures implemented must comply with laws and regulations

The measures studied must comply with the laws and regulations applicable in Québec, particularly those dealing with air quality and environmental protection.

12. Any participant who is covered by other financial assistance programs for undertaking this project agrees to advise Gaz Métro of any amount received for the same project. Gaz Métro will pay the customer the financial assistance provided for in this program, minus an amount based on the contributions from other organizations for the same project, so that the percentage paid by the participant represents at least 25% of the costs related to the study.

13. Gaz Métro reserves the right to validate the calculation hypotheses and to modify its financial assistance.

PROGRAM STEPS (TABLE)





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PROGRAM STEPS

FEASIBILITY STUDIES PROGRAM

Step 1: Submission of proposal and request for financial assistance to Gaz Métro

The program is intended for Gaz Métro customers would like to have feasibility studies done. As a first step, the customer submits a request for financial assistance to the Gaz Métro Program Manager by completing the APPLICATION FOR ADMISSIBILITY (FORM I) and the REQUEST FOR FINANCIAL ASSISTANCE (FORM IIA).

The application must be accompanied by a complete proposal from an accredited firm, which includes a brief description of the measures to be analyzed in the feasibility study and an indication of the amount of financial assistance the customer expects to receive.

In submitting the application, the customer declares that he has read the program admissibility criteria.

Step 2: Analysis of proposal and request for modification (if applicable); acceptance

Gaz Métro analyzes the request for financial assistance based on the admissibility criteria and confirms in writing its acceptance (or refusal) of the request for financial assistance, the amount accorded, the deadline for completion, as well as a reminder of the performance conditions and specifications to be respected.

The customer agrees that Gaz Métro may request details from the accredited firm regarding the content of the proposal and make modifications, but without changing the cost of carrying out the study.

Step 3: Feasibility study carried out

The accredited firm has six months from the date Gaz Métro agrees to pay the financial assistance to carry out the feasibility study in accordance with the proposal and specifications.

Step 4: Submission of report (preliminary version) to Gaz Métro for approval

The accredited firm submits a preliminary version of the study to Gaz Métro. The customer agrees that Gaz Métro may ask the accredited firm to make modifications to the study so that it respects the proposal and specifications. The accredited firm submits the SUMMARY OF MEASURES COVERED BY REQUEST FOR FINANCIAL ASSISTANCE (FORM III) with the "Customer authorization" and "Validation by engineer" sections duly completed.



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Step 5 (accredited firm): Submits feasibility study to customer

The accredited firm submits the final version of the study to the customer.

Step 6: Submission of study to Gaz Métro, along with documents and supporting documentation for payment of the financial assistance

The customer completes the Transmittal Form for submitting the documents and supporting documentation to go with the REQUEST FOR PAYMENT OF FINANCIAL ASSISTANCE (FORM IVA). The customer has one month following receipt of the study from the accredited firm, or following receipt of the technical review report in the case of an energy simulation, to make the request for payment of the financial assistance.

The Transmittal Form must be accompanied by the following documents:

- a complete copy of the final version of the feasibility report on which the completion date is indicated, as well as the identity of the professional who carried out the study or approved the report;
- a copy of the invoice sent to the customer by the accredited firm, representing the total cost of the feasibility study plus applicable taxes (GST and PST);
- an invoice from the customer to Gaz Métro to claim the financial assistance, plus applicable taxes (GST and PST);

Step 7: Payment of financial assistance to customer or request for modifications

The Program Manager analyzes the report and if it is considered satisfactory, i.e., if it respects the eligibility criteria and specifications and if all the documents have been received, the Program Manager so advises the customer and issues a cheque. If the scope of the study was modified while underway, or if the study is considered unsatisfactory, then Gaz Métro reserves the right to ask the accredited firm to make certain revisions or modifications and to put the payment of the financial assistance on hold until an acceptable version is received. The Program Manager so advises the customer.



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IMPLEMENTATION INCENTIVES PROGRAM

Step 1: Submission of request for financial assistance to Gaz Métro

The program is intended for Gaz Métro customers and about to become customers who would like to implement the energy savings measures proposed in a technical-economic feasibility study or other document recognized by the program. As a first step, the customer submits a request for financial assistance to the Gaz Métro Program Manager by completing the APPLICATION FOR ADMISSIBILITY (FORM I) and the REQUEST FOR FINANCIAL ASSISTANCE (FORM IIB).

The application must be accompanied by a complete copy of the feasibility study or other document that describes the measure(s) covered by the request, along with a preliminary version of the SUMMARY OF MEASURES COVERED BY REQUEST FOR FINANCIAL ASSISTANCE (FORM III).

In submitting the application, the customer declares that he has read the program admissibility criteria.

Step 2: Analysis of proposed measures and request for modification (if applicable); acceptance

Gaz Métro analyzes the request for financial assistance based on the admissibility criteria and confirms in writing its acceptance (or refusal) of the request for financial assistance, the amount accorded, the deadline for completion, as well as a reminder of the performance conditions.

The customer agrees that Gaz Métro may request details regarding the measures proposed and/or make modifications, but without changing the cost of implementation.

Step 3: Energy savings measures implemented

The customer has one year from the date Gaz Métro agrees to pay the financial assistance to implement the measures approved by Gaz Métro. The customer must advise Gaz Métro if this deadline cannot be respected. Beyond that deadline, Gaz Métro reserves the right to refuse payment of the financial assistance for implementation of the measures.

The measure, as approved by Gaz Métro, must be implemented in their entirety. However, if the measure is implemented differently or modified, the participant must complete the appropriate form, as described below.



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Step 4: Submission of request for payment of the financial assistance to Gaz Métro, along with documents and supporting documentation

The customer completes the REQUEST FOR PAYMENT OF FINANCIAL ASSISTANCE & IMPLEMENTATION CERTIFICATION (FORM IVC). This request must be presented within a year following the date indicated on the letter agreeing to the original request.

The request must be accompanied by the following documents:

- certification of implementation — full implementation — duly signed; or certification of implementation — implementation modified – duly signed;
- documentation supporting the acquisition and installation of the goods and/or the services rendered, including:
 - a copy of invoice sent to the customer by the supplier of the goods provided or services rendered
 - the final version of SUMMARY OF MEASURES COVERED BY REQUEST FOR FINANCIAL ASSISTANCE (FORM III) reflecting the actual costs of acquiring and installing the measures, or of the services rendered;
 - an invoice from the customer to Gaz Métro claiming the financial assistance, plus applicable taxes (GST and PST).

Step 5: Validation of request and payment of financial assistance to customer or request for modification

The Program Manager analyzes the measures implemented and if the file is considered satisfactory, i.e. it respects the performance conditions, the Program Manager so advises the customer and issues a cheque.

If the scope of the measures was modified during implementation, then Gaz Métro reserves the right to ask the customer to make certain modifications and to put the payment of the financial assistance on hold until the modifications have been implemented.



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Step 6: Post-implementation inspection

An inspection visit in the 12 months following implementation of the measures is mandatory in cases where the financial assistance received is \$20,000 or more (before taxes). Inspection visits are chosen at random when the amount is lower, and Gaz Métro will select which work to inspect. Gaz Métro will contact the resource-person identified on FORM I to set a date for the inspection. During the inspection visit, the customer participating in the Implementation Incentives Program must be able to show the Gaz Métro representative conducting the inspection evidence that the measures for which Gaz Métro has paid financial assistance have indeed been implemented.

If this inspection reveals that the measures have not been implemented, the customer agrees to immediately reimburse the financial assistance granted by Gaz Métro under this program.

APPENDIX — TREATMENT OF APPLICABLE TAXES

ENERGY EFFICIENCY: FEASIBILITY STUDIES AND IMPLEMENTATION INCENTIVES PROGRAMS

As an enterprise registered for GST and PST and as a beneficiary of financial assistance offered under the programs shown above, we wish to inform you that in order to comply with the *Excise Tax Act* (GST) and the *Act respecting the Québec sales tax* (PST), an invoice addressed to Gaz Métro must be submitted claiming the total amount of the financial assistance accorded.

In order for Gaz Métro to make the payment, the invoice must be presented in due form and contain the following information:

- name of beneficiary of financial assistance (the customer);
- address where work was carried out;
- address of Gaz Métro;
- number and date of invoice;
- description: Financial assistance related to the Energy Efficiency: Feasibility Studies and Implementation Incentives Programs;
- amount of financial assistance claimed and indicated in letter of acceptance from Gaz Métro;
- taxes payable on amount of financial assistance: GST and PST;
- beneficiary's GST and PST account numbers;
- indicate file number shown on acceptance letter.

The invoice must be sent to the following address with the **REQUEST FOR PAYMENT OF FINANCIAL ASSISTANCE (FORM IVa, IVb, IVc OR IVd)** following completion of the work.

TO SUBMIT A REQUEST, OR FOR ANY ADMINISTRATIVE INFORMATION REGARDING AN APPLICATION:

By e-mail:

By mail:

Energy Efficiency
Gaz Métro
1717 du Havre
Montréal (Québec) H2K 2X3

By fax:

514 598-3700

By phone:

514 598-3410

Your accounting and tax specialists will be able to give you more details concerning this specific procedure and the tax treatment of the financial assistance. Please do not hesitate to consult them.



If you use **Version 12 of Acrobat Reader (or Professional)** you can complete, send (by e-mail), print, and save the various forms. When you have completed the forms, hit the Send button and you will be directed to an e-mail. You can then write a message and also enclose your other documents before you send the e-mail to Gaz Métro.

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FEASIBILITY STUDIES PROGRAM – STUDIES

- Application for admissibility (form I)
- Request for financial assistance (form IIa)
- Attach the proposal

- Summary of measures covered by request for financial assistance (form III)
- Request for payment of financial assistance (form IVa)

IMPLEMENTATION INCENTIVES PROGRAM

- Application for admissibility (form I)
- Request for financial assistance (form IIb)
- Summary of measures covered by request for financial assistance
 - preliminary version (form III)
- Attach the study and/or calculations

- Summary of measures covered by request for financial assistance
 - final version (form III)
- Request for payment of financial assistance & implementation certification (form IVc)